



# Logistics Coordinator

## Job Description

Do you take ownership of projects, thrive on multitasking, and track details to completion? Do you excel at leading and coordinating complex efforts? Are you annoyed anytime you hear someone say, “that’s not in my job description”? Are you a team player who gets the job done right – whatever it takes? Do you want to continually learn and be part of something that’s bigger than yourself – and have fun doing it?

Las Vegas-based Total Show Technology is looking for a Sub-Rental Equipment and Labor Coordinator who will develop, implement, and monitor policy and processes for delivery of project equipment sub-rentals, shipping, and labor in order to maximize efficiency and profitability. The right candidate for the job will contribute to TST’s success in serving staff and using resources to maximize customer value and profitability. This person will report to the Operations Manager.

## What Skills and Experience Do You Need?

- Develop and follow rigid processes, procedures, and quality assurance standards as a service-oriented member of the team who manages details and deadlines for securing all sub-rented equipment, shipping, and labor for projects, as well as keeps detailed, updated records.
- Review job equipment shortages and recommend cost-effective substitutions.
- Review job labor requirements and recommend cost-effective placements.
- Arrange outbound and return shipping, focusing on dependability at a reasonable cost.
- Input, adjust, and review job orders and purchase orders, working under time pressure, responding appropriately to changing priorities, and anticipating and accommodating needs as required.
- Develop equipment vendor and freelance labor relationships.
- Develop and recommend new strategies, resources, and procedures to maximize efficiency and profitability related to sub-rental equipment, shipping, and labor.
- Lead by example, developing and maintaining excellent relationships with clients and coworkers, encouraging good teamwork, and coaching/counseling team members where appropriate.
- Juggle many balls at the same time, adapting to rapid change in a fast-paced, dynamic workplace.
- Maintain a clean and safe working area.
- Work with safety as a priority and follow department and company safety standards.

## What Else Is Required?

- High school diploma or equivalent.
- Legal authorization to work in the United States.
- Current OSHA 10-Hour General Industry Safety card.
- Willingness to serve as a TST brand ambassador who always looks and acts the part, treats clients with courtesy and respect, communicates clearly, and represents TST in a professional manner.
- Willingness to work beyond regular work hours, weekends, and holidays, as needed, as well as willingness to change shift hours or days with minimum notice.

## Why Join Our Team?

TST is the total show production solution for anyone who hosts, plans, manages, or produces events, meetings, and trade shows. We own the Pacific Southwest market and travel with our clients all across the country. Our clients have relied on us to deliver audio, video, lighting, equipment rental, and show production for conventions, corporate meetings and events, and trade shows since 1996.

Our clients tell us we have the best staff in the industry. We agree. We hire and retain conscientious, service-oriented staff who help our clients’ shows go off without a hitch and always make them look good. In an industry where almost anything can go wrong, our team makes sure everything goes right.